TO: Chair and Members
Audit and Administration Committee
WARD(S) AFFECTED: CITY WIDE

COMMITTEE DATE: June 16, 2010

SUBJECT/REPORT NO:
Municipal Alcohol Policy (CS10025) (City Wide)
(Outstanding Business List Item F)

SUBMITTED BY:
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General Manager,
Community Services

PREPARED BY:
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SIGNATURES:

RECOMMENDATION:

(a) That the Municipal Alcohol Policy and Operating Standards and Procedures, attached as Appendix A to Report CS10025, be approved;

(b) That the existing Municipal Alcohol Risk Management Guidelines be deleted in its entirety, from the City of Hamilton Special Events Policy and Guidelines, and replaced with the Municipal Alcohol Policy and Operating Standards and Procedures, attached as Appendix A to Report CS10025, effective January 1, 2011;

(c) That the City of Hamilton Designated Properties List for Permissible and Non-Permissible Facilities, attached as Appendix B to Report CS10025, be approved;

(d) That the General Manager of the Community Services Department, or designate, be authorized to approve events permitting alcohol at properties appearing on the City of Hamilton Designated Properties List, attached as Appendix B to Report CS10025, under the categories of Recreation Centres, Arenas, Community Halls and Special Event Advisory Team approved events.

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(e) That the General Manager of the Community Services Department, be authorized to execute the Facility Rental Agreements, for events serving alcohol at properties appearing on the City of Hamilton Designated Properties list (attached as Appendix B to Report CS10025), under the categories of Recreation Centres, Arenas, Community Halls and Special Event Advisory Team approved events, in a form satisfactory to the City Solicitor;

(f) That the General Manager of the Public Works Department, or designate, be authorized to approve events serving alcohol at properties appearing on the City of Hamilton Designated Properties List, attached as Appendix B to Report CS10025, under the categories of Municipal Service Centres, Parks or on Road Allowances;

(g) That the General Manager of the Public Works Department, be authorized to execute the Facility Rental Agreements or approvals, for events serving alcohol at properties appearing on the City of Hamilton Designated Properties list (attached as Appendix B to Report CS10025), under the categories of Municipal Service Centres, Parks or on Road Allowances, in a form satisfactory to the City Solicitor;

(h) That the General Manager of the Community Services Department and/or the General Manager of the Public Works Department, be authorized to approve requests for events serving alcohol on City properties that are not on the City of Hamilton Designated Properties List, following a complete review by the department with operational jurisdiction over the requested venue; and, consultation with the affected Ward Councillor(s),

(i) That the General Manager of the Community Services Department and/or the General Manager of the Public Works Department be authorized to execute Facility Rental Agreements for events serving alcohol on City properties that are not on the City of Hamilton Designated Properties List, in a form satisfactory to the City Solicitor;

(j) That Alcohol-related events in City-owned facilities, on the Outstanding Business List, be considered complete and removed from the Audit and Administration Committee’s Outstanding Business List.

EXECUTIVE SUMMARY

The City of Hamilton Municipal Alcohol Risk Management Guidelines (MARMG) were implemented in 2002 and are currently part of the City of Hamilton Special Events Policy. The review and development of the guidelines into a policy began in 2004 in accordance with the Ministry of Health's Mandatory Health Program and Service Guidelines.
A group of staff from various City Departments, Public Health Services (Healthy Living Division), Community Services (Culture Division, Recreation Division), and Corporate Services (Budgets and Finance Division, Risk Management Services) City Manager’s Office (Legal Services Division – Dispute Resolution Group), undertook the review. The group recommends the replacement of the existing policy (MARMG) with a more comprehensive Municipal Alcohol Policy (MAP) along with Operating Standards and Procedures (OSP’s). The MAP and OSP’s are attached as Appendix A to Report CS10025.

The two main purposes of the MAP are:

- To define the responsibilities of third party event organizers when hosting an event with alcohol on City premises under a Special Occasion Permit (SOP) or Caterer’s Endorsement and to educate them on same;
- To advise City staff and the SOP Holder of the process and requirements needed to approve an event at which alcohol will be served

The aim of the MAP is to foster a safer community and safer event environment by minimizing alcohol-related risks such as impaired driving, and by providing the necessary support required to consistently monitor and enforce SOP events. The MAP helps to protect the City of Hamilton from alcohol-related liability.

To facilitate the review process, at the recommendation of Public Health Services, the group used The Municipal Alcohol Policy Guide (Centre for Addiction and Mental Health, Ontario Recreation Facilities Association) which contains a Municipal Alcohol Policy Blue Ribbon Quality Measure Form for communities to use when evaluating the effectiveness of their MAP.

The City’s MARMG was measured against the Blue Ribbon Quality Measure Form. As a result, the following areas were identified for review: property designation, event management practices, implementation of prevention strategies, and signage. Staff used the Blue Ribbon Quality Measure Form to assist in addressing the areas identified.

The new MAP and OSP’s further expands on the 2002 “Municipal Alcohol Risk Management Guidelines” (MARMG) and applies the Municipal Alcohol Policy Blue Ribbon Quality Measures. Appendix C attached to Report CS10025 summarizes the major changes to the policies. The new MAP policy is attached as Appendix A to Report CS10025. Appendix B attached to Report CS10025, entitled City of Hamilton Designated Properties List, provides a summary of Permissible and Non-Permissible Sites for Alcohol-Related Events under Special Occasion Permit or Caterer’s Endorsement.

Research shows that the greatest potential for decreasing alcohol misuse is through effective public policy. Education and social marketing have limited impact on reducing
alcohol misuse unless they are combined with a comprehensive, community-wide approach that includes policy development.

User groups were consulted in 2006 and January 2010 to discuss possible revisions to the MARMG. Overwhelmingly, the groups were supportive of revisions to the MARMG. The majority felt that by applying the recommendations in the MAP the goals of reducing alcohol liability for the City would be achieved, but more importantly, so would the liability of the groups hosting the events.

In the past, new requests for events with alcohol were presented to Council for approval. The approval process required lead time to prepare and schedule reports for Committees and Council. Staff recommends that Council delegate the authority to approve events on the City of Hamilton Designated Properties List to the General Manager of Community Services and/or the General Manager of Public Works. The following safeguards are in place to protect the integrity of the process:

The City of Hamilton Designated Properties List, attached as Appendix B to Report CS10025, shows the properties where alcohol is permitted or not permitted. The listing will assist staff to determine the appropriate site when requests for alcohol related events are made. Where a request is made for events at properties not shown on the designated list, staff recommends that approval be provided only after a thorough review by the department having operational jurisdiction over the requested venue as well as consultation with the Ward Councillor.

Staff will exercise due-diligence by applying the MAP policies and will enforce compliance with the terms of the MAP before allowing an event to be approved and proceed.

This recommended process will permit a timely response for applicants requesting permission to hold an alcohol related event while ensuring that the staff perform their proper due diligence.

The implementation of an effective MAP is a valuable tool in managing and reducing alcohol-related liability. User groups hosting events where alcohol will be served on City property will be educated on the requirements of the MAP. When implemented, the MAP will help to ensure a safe and enjoyable event for participants and staff. For the implementation phase, staff will spend $10,000 to facilitate the production of public education materials and training sessions for both staff and volunteers. The Community Services Department, along with the MAP Committee, is projecting the Municipal Alcohol Policy will be implemented by January 1, 2011.

 Alternatives for Consideration – See Page 11
FINANCIAL / STAFFING / LEGAL IMPLICATIONS

**Financial:** The proposed cost for implementing a Public and User Group Awareness Campaign for the MAP in 2010, of $10,000 will be funded from current operating budgets in the Community Services and Public Health Services Departments. This will include volunteer and staff training, stakeholder and public education and printing materials.

Implications for event organizers may include having to increase their volunteers in order to meet the requirements of MAP. Additional signage and uniforms for volunteers may also be required ie: vests and/or shirts. This will have minimal impact as most groups abide by the current standards.

Implementation of the MAP may deter small event organizers who wish to serve alcohol at informal events such as birthday parties, showers, stag and does etc. from booking such events at a City facility. This may impact facility revenues.

**Staffing:** Relevant City staff will need to be trained on the procedures under the MAP. Training will involve staff involved in booking facilities and those working at facilities where events under an SOP generally occur. Staff will need to understand the event organizers role in hosting an event with alcohol. Staff at the event location would be advised how to locate the event organizer and their staff should a need arise and that they may be required to offer assistance or contact emergency responders in an emergency or have to take steps to secure the facility from damage.

**Legal:** The proposed MAP is intended to limit the City’s legal liability by informing event organizers about alcohol related issues and by implementing requirements to limit and control alcohol consumption. Event organizers are already responsible under their liquor permits for service and intoxication issues and can be more restrictive and careful in alcohol and event management to the benefit of themselves and the City.

Mitigation of liability arising out of the serving of alcohol for the City will be assisted by ensuring that the event organizers enter into a properly executed agreement for use of City premises. An indemnity in favour of the City, and requiring that the event organizer provide liability insurance with a minimum limit of $5,000,000 endorsed to provide Host Liquor Liability coverage and to include the City as an additional insured will also assist in mitigating the City’s liability. The City may still face liability from events for reports or knowledge of prohibited alcohol use or MAP contraventions, where the City fails to take reasonable steps to protect persons from injury or loss. Proper application of the proposed MAP provides for the City to refuse permission for alcohol at events where the event organizer fails to meet the requirements under the policy including failing to enter into the required agreement.

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Pre-existing contracts may contain permissions or agreements which may limit the use of the new MAP. Staff will evaluate these contracts as they come up for renewal to include implementation of the new MAP.

Third Party Contracts with groups such as service organizations, will have to be adjusted to include their compliance with the MAP. Third party organizations, who currently lease city property will be educated on their role in reviewing the MAP with potential renters.

**HISTORICAL BACKGROUND**

The City of Hamilton Municipal Alcohol Risk Management Guidelines (MARMG) were implemented in 2002. The MARMG affects all municipally owned facilities and is intended for use by all event organizers applying to use Recreation and Culture facilities, parks and road allowances for alcohol related events.

Presently, individuals who obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO) and rent/use City owned facilities, parks and road allowances are expected to adhere to all specifications outlined in the MARMG along with all rules and regulations mandated by the AGCO and the Liquor Licence Act. The MARMG is found within the Special Events Policy and Guidelines Booklet (City of Hamilton, 2005). Given that rental procedures vary across the City, there is a risk that the MARMG is not consistently being applied across the City for all SOP events.

The review of MARMG was undertaken by Public Health Services in collaboration with the former Culture and Recreation Division in 2004. A MAP revision committee was formed comprised of staff from Public Health Services (Healthy Living Division), Community Services (Culture Division, Recreation Division), and Corporate Services (Budgets and Finance Division, Risk Management Services), City Manager’s Office (Legal Services Division - Dispute Resolution Group),. The review was undertaken by Public Health Services as a result of a mandate from the Mandatory Health Program and Service Guidelines. Although Public Health Services mandates were updated in 2008 to the Ontario Public Health Standards, the mandates still required Public Health Services to be involved in municipal policy work. The current mandate states “The Board of Health shall work with municipalities to support healthy public policies and the creation or enhancement of supportive environments in recreational settings regarding….alcohol use”.

Furthermore, Section 7.0 of the MARMG states that “these Guidelines are to be reviewed each year by the City of Hamilton, Community Services Department Management, and revisions, if any, reported to the City of Hamilton, City Council and in consultation with Events Organizers.” The 2004 review was the first review of the MARMG since implementation.
To facilitate the review process, Public Health staff recommended the use of The Municipal Alcohol Policy Guide (Centre for Addiction and Mental Health, Ontario Recreation Facilities Association) which contains a Municipal Alcohol Policy Blue Ribbon Quality Measure Form for communities to use when evaluating the effectiveness of their MAP. At the recommendation of Public Health staff a Program Consultant with the Centre for Addiction and Mental Health provided advice and a review of a draft of the MAP.

Appendix C attached to Report CS10025, summarizes the areas of the 2002 document that were changed and how those areas are now reflected in the 2010 document. The final column of the chart focuses on what the impact of those changes will be to user groups and/or staff.

The aim of the MAP is to foster a safer community and event environment by minimizing alcohol-related risks such as impaired driving, and also by providing the necessary support required to consistently monitor and enforce SOP events.

The proposed MAP educates event organizers on alcohol related issues and includes requirements that limit and manage alcohol consumption. Event organizers are responsible under the MAP for service and intoxication issues. The event organizer is required to enter into an executed agreement for use of City premises which will include an undertaking to indemnify the City. The organizer is required to provide a minimum of $5,000,000 liability insurance for the event which includes host liquor liability and identify the City as an additional insured.

In correctly directing the onus of liability for such alcohol related events onto the event organizer the City will mitigate its own liability.

The Community Services Department (Culture, Recreation) along with the MAP revision committee is currently finalizing implementation procedures of the MAP, which proposes a timeline outlining activities to precede the final implementation of the MAP.

### Policy Implementation

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<tr>
<th>ACTIVITY</th>
<th>PROJECTED TIMELINE</th>
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<tr>
<td>Development of communication tools, brochures, training presentation, web information</td>
<td>June - Aug 2010</td>
<td>Recreation Division, Public Health Services &amp; Culture Division</td>
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<tr>
<td>Contractual Review</td>
<td>Sept - Oct 2010</td>
<td>Legal Services- Commercial, Development, Policy Division</td>
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<tr>
<td>Delivery of training and communication around MAP to staff</td>
<td>Oct - Nov 2010</td>
<td>Recreation Division, Public Health Services &amp; Culture</td>
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<th>volunteers, user groups</th>
<th>Division, Public Works</th>
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<td>MAP fully implemented</td>
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|                           | Recreation Division, Public Health Services & Culture Division, Public Works |

**POLICY IMPLICATIONS**

The current 2002 “Municipal Alcohol Risk Management Guidelines” (MARMG) will be removed from the City of Hamilton Special Events Policy and Guidelines Booklet and be replaced as a stand-alone Municipal Alcohol Policy (MAP).

Through recommendations (c), (d) and (e) of this report, delegated authority is requested for the General Manager of Community Services and the General Manager of Public Works. In the past, new requests for events with alcohol were presented to Council for approval.

**RELEVANT CONSULTATION**

Staff from Public Health Services, Community Services (Culture, Recreation) and Corporate Services (Risk Management) and City Manager’s Office (Legal Services Division) have worked together to review the MARMG. They have put together the proposed Municipal Alcohol Policy to remedy deficits of the MARMG. All departments have agreed to bring this draft of the MAP forward to Council. However Public Health Services does not agree with the recommended number of Event workers as stated on page 17 of Appendix A. Public Health Services would recommend using the ratios presented in “The Municipal Alcohol Policy Guide” (CAMH, ORFA 2003).

**Stakeholder Consultation**

Several community stakeholder consultations took place, allowing input and feedback into the policy revisions by users of City of Hamilton facilities. The following key community stakeholders representing the following organizations/events were consulted and raised no objections to the proposed MAP;

- International Village –Mustard Festival
- Wentworth Adult Mixed Slo Pitch (WAMSL)
- Lions Club of Stoney Creek
- Optimist Club of Stoney Creek
- It’s Your Festival
- Rockton Lions
Councillor Consultations

Following the review by staff and key stakeholders, individual consultations were held with City Councillors who had requested a meeting. Staff met with 14 of 16 Councillors to advise of the MAP coming forward, the pending revisions and the results of the stakeholder meetings. Councillors were overwhelmingly in support of the revisions as it related to mitigating the City’s exposure to liability. Concerns raised through these consultations were addressed by staff and revisions or modifications to the MAP and OSP’s were carried out.

ANALYSIS / RATIONALE FOR RECOMMENDATION

The Blue Ribbon Quality Measure Form is available to municipalities to assess their current guidelines on events involving the use of alcohol in municipal facilities. At the recommendation of Public Health staff, the City of Hamilton’s MARMG was measured against this tool. As a result, areas relating to the designation of properties, event management practices, implementation of prevention strategies, and signage were identified for review. Staff utilized the Blue Ribbon Quality Measure Form to address areas identified for review through the terms and provisions proposed in the MAP.

Research shows that the greatest potential to decrease alcohol misuse is through effective public policy. Education and social marketing have limited impact on reducing alcohol misuse unless they are combined with comprehensive, community-wide approaches that include policy development. The MAP is proven to be the most...
effective action that a Municipality can take in reducing alcohol misuse in its community within municipal facilities. The 2007 Recommendations for a National Alcohol Strategy recommend that municipal governments “partner with community groups to develop municipal alcohol policies and programs that address local issues” (Alberta Alcohol and Drug Abuse Commission (AADAC) and Canadian Centre on Substance Abuse (CCSA), 2007).

In September 2006, City staff held a stakeholders’ meeting to explain the current guidelines, the Blue Ribbon Quality Measure, and the proposed changes to the MARMG which becomes the MAP as well as potential impact to organizers as they consider events which involve serving alcohol on City Property.

The MAP complements other Public Health Services initiatives aimed at reducing the harms associated with alcohol misuse. Educational and skills building programs are focused on youth in schools and their parents. In 2008 and 2009, a Safer Bars workshop (to prevent violence and aggression in bars) and other workshops for bar owners, managers and staff were organized to help create safer bar environments in Hamilton. Public Health Services is also working on other comprehensive projects with a variety of organizations in Hamilton to prevent substance misuse.

A peer review was also administered comparing the City of Hamilton’s proposed MAP to municipalities of comparable size and scope. The following municipalities were compared:

- London
- Mississauga
- Markham
- Ottawa

A summary of the findings found that all the reviewed municipalities had some form of guiding principles or policy around events with alcohol when third party renters used municipal space to hold such events. It was evident that all municipalities surveyed identified facilities in their inventory as either eligible or not eligible to host alcohol-related events.

One area where there was a varied approach was in the area of insurance requirements. The minimum required liability insurance amounts started at $1 million for passive events up to and including $5 million. The majority of municipalities include a caveat that permits them to request additional insurance should the risk assessment of the event indicate a need for more insurance coverage.

The City of Hamilton has requested $5 million coverage for events with alcohol since at least 1996. Coverage for these events can be purchased by the public through the All Sport Insurance program which is offered through the City’s Recreation Department. Upon payment of a premium, eligible applicants are insured under a master Commercial General Liability Insurance Policy having a $5 Million limit of coverage.
Endorsing the proposed new MAP will allow the City of Hamilton to take a leadership role in the prevention of alcohol misuse. The MAP will complement existing community initiatives and has the potential to limit the City’s exposure to liability. The impact to user groups will be minor and is comparatively outlined in Appendix C attached to Report CS10025.

**ALTERNATIVES FOR CONSIDERATION**

a) Subject to existing permissions and agreements for alcohol use, the City is free to further restrict or refuse the use of alcohol at events on City premises. The approaches could include further restricting the locations, types, size or numbers of events, and increasing insurance limits. Restrictions of this nature could include a minimal reduction in rental revenue. These restrictions would require a revision to the Designated Properties List, attached as Appendix B to report CS10025.

b) The City could also ban alcohol use on its premises or for specific premises. A more restrictive approach such as this will cause people to move their events to private or commercial properties, often under commercial liquor licences which are more suited to assume responsibility and risk of alcohol service compared to relatively inexperienced event organizers. Restrictions of this nature would include a minimal reduction in rental revenue. This alternative is not recommended by staff because there are many organizations that run successful events that include alcohol that create a certain fabric of our community (eg. Festivals)

**CORPORATE STRATEGIC PLAN**


**Financial Sustainability** – Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner.

**Growing Our Economy** – An improved customer service.

**Healthy Community** – Adequate access to food, water, shelter and income, safety, work, recreation and support for all.

**APPENDICES / SCHEDULES**

Appendix “A” to Report CS10025 - Municipal Alcohol Policy and Operating Standards and Procedures
Appendix “B” to Report CS10025 City of Hamilton Designated Properties List

Appendix “C” to Report CS10025 - Comparison Chart of Changes of 2002 Municipal Alcohol Risk Management Guidelines (MARMG) to 2010 Municipal Alcohol Policy (MAP)
Community Services Department
Policy and Procedure Manual

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Scope and Intent

The aim of the Municipal Alcohol Policy (MAP) is to foster a safer community and safer event environment by minimizing alcohol related risks when using public municipal operated facilities for public use.

The Municipal Alcohol Policy (MAP) is one such initiative and it is intended to carefully regulate the consumption of alcohol on City owned premises where alcoholic drinks are served under a Special Occasion Permit or at the discretion of the City under a Caterer’s Endorsement, in order to create a safe environment for the general public and staff. The MAP promotes low Alcohol consumption, reduces exposure to risk, minimizes the potential for host liability, and provides effective proactive risk containment guidelines and standardized operating procedures.

The MAP serves two main purposes:

- To define the responsibilities of third party event organizers when hosting an event with alcohol on City premises under a Special Occasion Permit (SOP) or Caterer’s Endorsement and to educate them on same;
- To advise City staff and the SOP Holder of the process and requirements needed to approve an event at which alcohol will be served.

Policy

The City of Hamilton is committed to providing safe and enjoyable City owned/leased premises to its residents and visitors, and recognizes that an effective Municipal Alcohol Policy supports the following objectives:

- creates a safer environment at City premises for the general public and staff, thus enhancing enjoyment of events by both drinkers and non-drinkers;
- outlines the responsibilities of both the Permit Holder and City
Staff in relation to the serving of alcohol under an SOP on City property:

- protects the public and staff against bodily injury and property damage caused by alcohol misuse;
- contributes to the well-being of the community and reduces the risk of problems related to alcohol misuse;
- reduces opportunities to engage in high risk drinking;
- reduces the City's and the SOP Permit Holders' exposure to risk by requiring Event Sponsors to procure third party liability insurance coverage and use trained alcohol servers;
- increases the general public's awareness in regard to their responsibilities and obligations under the *Liquor Licence Act*;
- communicates the importance of responsible alcohol management and drinking practices advocated by the City;
- provides the public and staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents;

Therefore, this Policy and the Operating Standards and Procedures (attached as Schedule 1) establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted on City premises under an SOP or at the City’s discretion under a Caterer’s Endorsement.

### Procedure and Policy Review

The Operating Standards and Procedures of the MAP are outlined and attached as Schedule 1. The MAP provides information on best practices associated with events with alcohol to event organizers for use of City-owned/leased facilities and properties.

Once approved, policies and procedures will be communicated to all staff. Staff are expected to read applicable policies and procedures and follow them.

Staff directly responsible for implementing the MAP and the Operating Standards and Procedures (Schedule 1) will receive orientation and training (managers, supervisors, facility booking clerks and special events staff, Public Works staff).

Event organizers would be advised of the MAP and the Operating Standards and Procedures (Schedule 1) when applying for use a City-owned facility/property.

The policy will undergo a periodic review based on changes within the industry standard and updated as required. The policy would be reviewed under the initiative of any of the following departments:
Community Services, Public Health Services, City Manager’s Office, Public Works or Corporate Services.

**Definitions**

**Special Occasion Permit (SOP):** is issued by the Alcohol and Gaming Commission of Ontario (AGCO) and is required for the sale and service of beverage alcohol at special occasions, such as weddings, charity fundraisers and receptions. SOPs are available for any type of location other than a residence.

**Caterer’s Endorsement:** is issued by the Alcohol and Gaming Commission of Ontario (AGCO) and permits the sale and service of beverage alcohol to an event that is in an unlicensed area other than a licensed establishment. The catered event must be sponsored by someone other than the licence-holder, (generally being the Event Organizer in this context) must have light meals available, and the event cannot be more than ten (10) days.

**Special Occasion Permit Holder (SOP Holder):** The SOP Permit Holder is responsible for the safety and sobriety of people attending the event as well as compliance with the Liquor Licence Act and its Regulations.

**Staff Consultation**

City Staff:
- Community Services – Culture Division, Recreation Division
- Corporate Services – Risk Management Division
- Public Health Services – Healthy Living Division
- Public Works – Transportation, Energy and Facilities Division, Corporate Facilities
- City Manager’s Office – Legal Services Division

**Resources**

City of Hamilton Municipal Alcohol Guidelines, 2002
http://www.apolnet.ca/resources/stats/stats_101.html
http://www.toronto.ca/parks/brochures/map.pdf
http://www.orfa.com (Blue Ribbon Quality Measure)

The Municipal Alcohol Policy Guide, 2003 (Centre for Addiction and Mental Health and Ontario Recreation Facilities Association, Inc)

Schedule 1 – Attached to Appendix A to Report CS10025
Schedule 2 - Attached as Appendix B to Report CS10025
History

The City of Hamilton Municipal Alcohol Guidelines were established as part of the City’s Special Events Policy, 2002. The Guidelines were originally developed to assist community groups in the management of events serving alcohol on City Property.

The review and development of the guidelines into a policy began in 2004 under the request of the Public Health Services in accordance with the Ministry of Health’s Mandatory Health Program and Service Guidelines. The Center for Addiction and Mental Health and the Ontario Recreation Facilities Association had recently released a Municipal Alcohol Policy Guide and part of that guide was the Municipal Alcohol Policy Blue Ribbon Quality Measure. This Quality Measure gave municipalities a benchmark to which to compare their existing MAPs.

Consultation with the Culture and Recreation Divisions, Public Health Services, Risk Management, Legal, Public Works and community stakeholders has taken place over a 6 year period, resulting in a revised, current industry standard for a Municipal Alcohol Policy.
City of Hamilton
Municipal Alcohol Policy
Schedule 1

Operating Standards and Procedures

City of Hamilton
May 7, 2010
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PREAMBLE

PURPOSE OF THE MUNICIPAL ALCOHOL POLICY

The purpose of the Municipal Alcohol Policy (MAP) is to allow use of City properties for events which include alcoholic beverages only where full responsibility is assumed by the persons or organization proposing the event. These persons or Organizations are subject to a Special Occasion Permit or sponsoring use of a Caterer’s Endorsement as granted by the Alcohol and Gaming Commission of Ontario (“AGCO”) allowing such Event Organizers to sell or serve alcohol or have alcohol sold or served on their behalf.

The Event Organizers are third parties and are not the City’s servants or agents in holding the event. The MAP is intended to apply to approvals for the use of the City facilities or land by such third parties, so that the Event Organizers take necessary and appropriate steps to provide a safe environment for the general public where the organizers desire alcoholic beverages to be part of the event.

The MAP is designed to inform the Event Organizers requesting permission for use of City properties on strategies to help them limit alcohol related problems and to require them to inform themselves, prepare for the event, train their staff and volunteers, and monitor, manage and assume responsibility for the liability and other risks associated with having alcoholic beverages at their event. The MAP is intended to provide for responsible use of City property by promoting low alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk containment guidelines and standardized operating procedures.

PURPOSE OF THE OPERATING STANDARDS AND PROCEDURES

The Operating Standards and Procedures include a series of reasonable conditions, which Event Organizers will be required to agree to adopt where the consumption of alcohol is proposed on City properties under a Special Occasion Permit or Caterer’s Endorsement. The MAP and Operating Standards and Procedures rely upon the holders of permits from the Alcohol and Gaming Commission of Ontario to comply with their legal obligations, including but without limiting the generality of those obligations, to not serve minors or apparently intoxicated persons with alcohol, and to not supply alcohol to persons to the point of intoxication.

The Operating Standards and Procedures are intended to inform the Event Organizers as to what practices they must agree to follow in order to carry out an Event which includes alcohol consumption on City properties, and to provide them with information to limit their liability and reduce alcohol consumption. The Operating Standards and Procedures include designated properties, management
strategies, prevention strategies, signage requirements and enforcement protocols for infractions to the procedures. Event Organizers who fail to comply with the MAP and Operating Standards and Procedures may be refused future use of City property. Breach of the requirements at an event may be used to deny Event Organizers future use of City premises for Events and other consequences provided for in this document and in City agreements for the use of premises.

DEFINITIONS: For the Municipal Alcohol Policy and its Operating Standards and Procedures

AGCO
Means the Alcohol and Gaming Commission of Ontario.

Event
Means any gathering, of any kind, whether social business or otherwise, and includes the set-up, tear down, clean-up and other activities including ancillary that occur in, on or around any City properties related to the preparations for, conduct of or finalization of the event and use of City property.

Event Worker
Means any representative, agent, partner, employee, servant, contractor or other individual or entity working on the Event for the Event Organizer, and includes volunteers, the Event Organizer, an Event Organizer’s Delegates, Servers and Monitors.

Event Organizer
Means any person or organization applying to hold an event at City premises and includes the person or organization on whose behalf such persons apply or seek permission to hold the event, the person whose name is listed as the permit holder on a Special Occasion Permit, and the person listed as a sponsor on a Caterer’s Endorsement for such event.

Delegate, in reference to the Event Organizer
Means an employee, agent, servant, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer’s responsibilities under the MAP.

Server
An Event Worker serving or selling alcoholic beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.
Monitor
   An Event Worker for purposes other than being a Server.

Standard Drink
   - 12 oz or 341 ml. of beer with 5% alcohol by volume
   - 5 oz or 142 ml. of wine with 12% alcohol by volume
   - 1 ½ oz or 43 ml. of spirits with 40% alcohol by volume

   Each of these standard drinks has 0.6 ounces or 17 ml. of pure alcohol.

Fortified Drinks, Extra-strength drinks
   Any drinks with more alcohol content than a standard drink listed above.
   Many coolers and some brands of beer and wine contain more alcohol than
   a standard drink

MAP
   Means the City of Hamilton’s Municipal Alcohol Policy and includes this
document, being Schedule 1 “Operating Standards and Procedures”.

Caterer’s Endorsement
   A Caterer’s Endorsement, is issued by the AGCO and
   permits the sale and
   service of beverage alcohol to an event that is in an area other than a
   licensed establishment. The catered event must be sponsored by someone
   other than the licence-holder.

Publicly Advertised
   An event which is made known to the public for their attendance, utilizing
   advertisement sources such as flyers, newspaper, radio, web communities
   or formal announcements.

SEAT
   A committee of City staff and external agencies assigned a role including
   the giving of approval under City policy for special events as outlined in
   such policy.

Smart Serve
   Smart Serve is a certification program for responsible service training to all
   individuals who serve alcoholic beverages or who work where alcoholic
   beverages are served in the Province of Ontario

Third Parties
   Third Parties are those individuals, corporations, or partnerships with which
   the City is at arm’s length within the meaning of the Income Tax Act
   (Canada) and excludes City Affiliates.
City Staff
Where there is a reference to reporting to or contacting staff of the City of Hamilton, means the City of Hamilton staff who are identified by the City as the contact for either MAP purposes or the facility or premises in question as the context requires.

Liquor Licence Act or LLA
Refers to the Liquor Licence Act, R. S. O. 1990. c. L.19 as amended and includes applicable Regulations passed pursuant to the Act.

City Properties
Means those facilities, lands, buildings, structures premises or other real property for which the City of Hamilton is the legal owner or over which the City has authority to grant use
SECTION 1

1.1 Designation of Properties

Alcohol may only be sold or served in facilities that are licensed under the Liquor Licence Act. For those facilities and properties that are not licenced, The City of Hamilton has developed a “Designated Properties” list (attached as Appendix B to Report CS10025), identifying City properties where events with alcohol being served under an SOP or a Caterer’s Endorsement may be approved.

Approval by the City is required in advance of the issuance of an SOP or Caterer’s Endorsement for the use of City property for an Event which includes the sale or service of alcohol. Separate agreements and approvals will be required to formalize the use of City properties or facilities under the MAP or otherwise depending on the nature of the event and location.

The City of Hamilton reserves the right in its sole discretion to refuse an Event Organizer permission to hold its Event on City property, and for reasons other than the MAP including conflicting events, renovations or uses.

The General Manager of Community Services or the General Manager of Public Works or their designate has the right to approve or deny requests for alcohol at events for city properties that are not on the Designated List following a complete review by the Special Events Advisory Team with consultation and advisement from the Ward Councillor(s).

Regardless of an approval for a property not on the Designated Properties List, the Event Organizer and their event will be subject to the MAP unless the approval specifically provides otherwise.

As of the date of Council approval for the MAP, no approvals for events involving the use and/or sale of alcoholic drinks shall be permitted on City Properties unless the Event Organizer has entered into an appropriate contract with the City in a form acceptable to the City Solicitor prior to the Event.

For greater certainty, upon the date the MAP comes into effect the MAP is intended to apply to all City Properties, with the following exceptions:

(a) those City Properties under the care, management or control of City Affiliates who only allow Events on City Properties pursuant to a Liquor Licence. For the purpose of the MAP “City Affiliates” means those Boards, corporations or other corporate entities who are not at arm’s length with the City within the meaning of the Income Tax Act (Canada);
(b) those City Properties under the care, management or control of City Affiliates for which Board approval is required before adoption of the MAP unless the existing leasing, licensing or other contract between the City and the City Affiliate contains provisions mandating the adoption of City policies or the contract otherwise allows the City to impose compliance with the MAP;

(c) those City Properties for which the City has an existing and valid contract with Third Parties with respect to the use of the City Properties except to the extent that the City is permitted under the terms of said contract to mandate the adoption of City policies or the contract otherwise allows the City to impose compliance with the MAP.

1.2 Designation of Events

The serving of alcohol will not be permitted at any events where the focus of the event is for youth under the age of 19.

1.3 Designation of Roles

1.3.1 Role of City Staff

City Staff will provide written educational information or sources to the Event Organizer identifying the conditions and requirements of the MAP and its Operating Standards and Procedures upon request. Upon application City Staff will complete an Event Checklist to ensure the Event Organizer has been made aware of the requirements under the MAP.

The appropriate General Manager or their designate for the property in question, will approve or reject the application and use of City property for the Event involving alcohol based upon compliance with MAP requirements, and may add such conditions as in their sole discretion are advisable for the particular property or event. Separate approvals may still be required depending upon the location and event. Additionally, where necessary approvals have been obtained, agreements as required for use of City property may be executed under existing delegated authority in a form and content satisfactory to the City Solicitor for the City of Hamilton.

The appropriate General Manager or designate may, provided it is in writing, waive minor specific requirements of serving alcohol as in clause 2.5.3 of this document, or Event Worker identification and clothing in clause 2.4.7, such waiver being in the General Manager’s or designates sole discretion as to whether it is appropriate for the Event, provided that no such waiver is effective for relieving the Event Organizer, the SOP holder, alcohol caterer or Event Workers from their legal obligations. Examples of such minor waivers that might be
considered are having wine served to tables in bottles or the use of real glasses for weddings or similar receptions.

1.3.2 Role of the Event Organizer
The Event Organizer is responsible for the management and control of the event in every aspect, including but not limited to organization, planning, set up of the event, training of their designates and other Event Workers, inspection of the premises or facility, alcohol service and sales including the choice of beverages so as to avoid the supply of Fortified Drinks or Extra-Strength Drinks, the safety and sobriety of people attending the event including those persons turned away to control the event or because of intoxication, control of access to the premises at any time during the occupation of City premises, response to emergencies including contacting police or other emergency services, the return of City premises in vacant and proper condition, as well as compliance with the Liquor Licence Act and the City of Hamilton’s MAP and any other conditions of the permission for use of City property granted by the City.

Where the Event Organizer is not the person named as the holder or the SOP or as the sponsor for a Catering Endorsement, or the person applying for such permit or sponsorship for the liquor permit required for the Event, such person shall also be a signatory to the agreement required with the City.

It is the Event Organizer’s responsibility to ensure that Event Workers and patrons are following the conditions and requirements laid out in the LLA, the MAP and other agreements for use of City premises, and that sufficient numbers of trained Event Workers are in attendance and applied as needed to monitor, manage and control the Event and use of City property for the purposes of their responsibilities. The Event Organizer may nominate an individual or individuals as their Delegate to help with management of the event and compliance with the MAP, but in no event shall such delegation relieve the Event Organizer of their responsibilities, liabilities or duties pursuant to the MAP or pursuant to any contract with the City.

The Event Organizer has a duty to report to City Staff any incident that involves bodily injury or property damage, where Liquor Inspectors under the LLA have made a report, or where the Event Organizer is aware or has been made aware of any LLA or MAP violations. The report will generally be provided after the event or event day and allow the City to consider future requests for use of City property by the Event Organizer, and to collect information on incidents occurring on City property or carry out necessary repairs.
SECTION 2

2.0 Management Practices

2.1 Conditions for the Use of Alcohol in City Facilities/Properties
The MAP will apply to all Events where alcoholic beverages are served under an SOP or a Caterer’s Endorsement. The Event Organizer must comply with the Liquor Licence Act, R.S.O. 1990, Chapter L.19 (LLA) and all of the provisions of the City of Hamilton’s Municipal Alcohol Policy, and ensure compliance by other persons involved in the Event, including but not limited to the caterer for alcohol service, and if different from the Event Organizer including the person to whom the SOP was issued or the sponsor for the purposes of the Caterer's Endorsement.

2.2 Advertising
The Event Organizer shall not permit, cause or allow promotional advertising of alcoholic beverages’ names, brands or manufacturers at an Event frequented by youth.

2.3 Insurance
The Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance and obtain confirmation of acceptable form and content of insurance from the City before occupying City premises for the Event. The Certificate of Insurance must be in effect for date(s) where City property is being used or occupied by the event organizer (this should include dates needed for set up and take down):

- Provide proof of a minimum of five million dollars ($5,000,000) Commercial General Liability issued by an insurance company satisfactory to the City that is licensed to carry on business in Ontario and which must at a minimum include the following:
  - A Host Liquor Liability endorsement
  - Coverage for bodily injury and property damage liability.
  - The City of Hamilton shown as an additional insured to the policy.
- Show that coverage is in effect on the date(s) of the Event
- Be delivered to the supervisor having operational jurisdiction at the Event location at least 14 days prior to the start of the event

The actual insurance limits and provisions required may be amended at any time at the discretion of the Manager of Risk Management.
2.4 Event Workers

2.4.1 It is the Event Organizer’s responsibility to ensure that all Event Workers participating in the Event are at least 18 years of age, are familiar with and carry out the requirements of the City’s MAP and Liquor Licence Act responsibilities, and that they are familiar with the City premises or facility in use for the event. The Event Organizer shall not use any Event Worker unless the Event Organizer is satisfied they have been adequately trained and prepared to carry out the responsibilities assigned.

2.4.2 The Event Organizer and all other Event Workers must not consume alcoholic beverages during their attendance on City premises or facilities and including specifically while working the Event, while the bar is closed or after the Event is over.

2.4.3 The Event Organizer or their delegate, must attend the Event for the entire duration, including the post Event clean up, and remain in attendance until the premises are vacated, and be responsible for making decisions regarding the operation of the Event and safe transportation.

2.4.4 The Event Organizer must provide sufficient trained Event Workers, 18 years of age or older, to ensure in the interest of public safety that the conditions of the SOP permit or Caterer’s Endorsement, any agreement with the City or approval granted by the City, the requirements of the LLA and the MAP are observed.

2.4.5 Minimum Event Worker numbers are required on an Event Worker versus guest ratio herein, but the actual number and types of Event Workers above minimums shall be decided by and be the responsibility of the Event Organizer based on their ensuring compliance with the MAP and their other responsibilities. A minimum of two (2) Smart Serve trained Event Workers shall be required for events with less than 100 people. At minimum one additional trained Event Worker is required if guests exceed 99 in number, and a further minimum of one additional trained Event Worker is required at a ratio of one additional Event Worker for each 100 participants over the initial 100 participants. The Event Organizer shall decide the actual numbers, training and types of Event Workers above minimums as required for management and control of the event, control of the premises and compliance with the SOP. The City reserves the right to adjust the minimum Event Worker versus guest ratio on an event-by-event basis. The following chart is provided as a guide for event organizers.
### Guest to Event Worker Ratio

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Minimum Number of Event Workers</th>
<th>Bartenders (All to be Smart serve trained)</th>
<th>Door Monitors (Each access point must be monitored)</th>
<th>Ticket Sellers</th>
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<tbody>
<tr>
<td>Up to 99</td>
<td>2</td>
<td>2</td>
<td>Monitor at each access point</td>
<td>0</td>
</tr>
<tr>
<td>100-199</td>
<td>3</td>
<td>2</td>
<td>Monitor at each access point</td>
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<td>2</td>
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<tr>
<td>300-399</td>
<td>5</td>
<td>3</td>
<td>Monitor at each access point</td>
<td>2</td>
</tr>
<tr>
<td>400-499</td>
<td>6</td>
<td>3</td>
<td>Monitor at each access point</td>
<td>3</td>
</tr>
</tbody>
</table>

All Access points to the licenced area must be monitored. Each venue will require a varying number of door monitors dependant on the layout of the venue.

2.4.6 Regardless of the chart above, the Event Organizer is required;

(a) to consider the need for their own training, and for additional staff above minimums including without limiting the generality of the needs for staffing, planning for possible attendance for the event and sufficient staff to limit attendance to ensure they meet their responsibilities in this clause;

(b) to decide the actual numbers and types of Event Workers or other security above minimums, and to provide for their training, supervision and instruction, all as necessary to manage and control their event, to control use of the premises, to control access to areas where alcohol is allowed to be served or consumed, and to comply with their SOP, Caterers’ Endorsement, the Liquor Licence Act and their MAP responsibilities;

(c) to ensure that all persons acting as Servers be certified as trained under Smart Serve;

(d) to meet their obligations in clauses (a), (b) and (c) immediately above, regardless that the City reserves the right to adjust the minimum number or types of Event Workers on an event-by-event basis.

2.4.7 Event Workers shall wear an I.D. name tag and/or clothing, highly visible in a crowd so that they can be easily identified. Provision of this identification and clothing is the responsibility of the Event Organizer.

2.4.8 Event Workers must ensure that participants do not engage in activities that could potentially harm themselves or others, and be trained by the Event Organizer on their responsibilities and safe transportation options.
2.4.9 The Event Organizer shall provide a list of all Servers with proof of Smart Serve certification (including their certification numbers), and shall provide such information on all Monitors involved in the Event where Monitors have such training, and supply such lists to City Staff, at least two (2) weeks prior to the event.

2.5 Entry, Monitoring and the Serving of Alcohol

2.5.1 Entry and Monitoring

It is the added responsibility of the Event Organizer to train and inform the Event Workers of the following:

Persons who appear to be under 25 years of age shall be required to show their photograph identification at the ticket purchase area and/or the alcohol service area, in a form specified under the Liquor Licence Act.

Acceptable identification for a person includes any of the following, provided the identification is not expired, contains a photograph of the person, the person’s birth date, and that it has been issued by the listed government or government agency:

- A driver’s licence issued by the Province of Ontario
- A Canadian passport.
- A Canadian citizenship card.
- A Canadian Armed Forces identification card.
- A Liquor Control Board of Ontario “Bring Your Identification” (BYID) card.

2.5.2 Refusal of Entry, Removal of persons

The Event Organizer is responsible for and shall ensure that any imposed capacities for facilities and outdoor areas are not exceeded during the course of the Event, and regardless of clauses 2.4.5 and 2.4.6 the Event Organizer shall ensure sufficient staffing to control all access points to the Event.

The Event Organizer shall ensure the event is managed and controlled to prevent dangers to attendees and other persons present, and shall not allow persons to enter the premises that are or appear to be intoxicated. The SOP Holder and Event Workers shall exercise their rights to remove or deny entry to intoxicated persons, aggressive persons, or to unauthorized
youths or youths found drinking alcohol. The Event Organizer is responsible for ensuring that the SOP holder and Event Workers are supported or assisted as required, and that safe transportation options are offered or arranged where required, and the SOP holder and Event Workers carry out their responsibilities.

If underage drinking is encountered, Event Workers must also report the findings to the SOP holder or caterer under the Caterer’s Endorsement.

No persons shall be allowed to consume alcohol provided outside of the areas designated for consumption either by the SOP or City agreement.

If intoxication, riotous, quarrelsome, violent, aggressive or disorderly conduct is observed at the Event, the Event Organizer and their Event Workers will:

- first ask the person to leave, and
- if the individual refuses to leave, call the Police
- seek any necessary assistance and transportation to maintain control and management of the Event and ensure the safety and protection of persons including Event Workers

### 2.5.3 Serving of Alcohol

In hosting an Event the Event Organizer must ensure and carry out the following:

- Alcohol tickets will not be sold to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification
- Alcoholic beverages will not be sold or served to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification
- Alcohol will not be served to anyone who may appear to be intoxicated
- Ticket sales for alcohol shall be limited to 2 tickets at one time per person.
- Alcohol service shall be limited to 2 drinks per person at one time.
- Where beer is available a light variety (being beer with 4% alcohol by volume or less) shall also be available. Otherwise only Standard Drinks shall be available, allowing only that drinks of the same size may be provided but which have lower percentages of alcohol (for example beer with less that 5%
alcohol by volume, wine with less than 12% alcohol by volume, and spirits with less than 40% alcohol by volume.

- No Fortified Drinks or Extra-Strength Drinks shall be available.
- All beverages served at the event shall be served only in plastic or paper containers.
- The appropriate GM or designate may, provided it is in writing waive minor specific requirements of serving alcohol as specified above in clause 1.3.1 of this document.
- All beverage containers whether containing alcohol or not, must remain in the designated service area.
- Non-alcoholic beverages and food shall be available for the duration of the event.
- Food shall be provided and is not satisfied by snack foods such as chips, peanuts, popcorn.
- “Last call” will not be announced.
- Ticket sales and alcohol service will cease 60 minutes prior to the end of the Event or at the time shown on the SOP or Caterer's Endorsement, whichever is the earlier.
- It is suggested that persons be allowed to redeem their unused tickets for alcoholic beverages at anytime during the Event as shown on the SOP or Caterer's Endorsement.
- Marketing practices which encourage increased consumption of alcohol shall be prohibited (eg. oversized drinks, double shots, pitchers, drinking contests, volume discounts).
- Alcohol shall not be offered as a prize in a contest.
- No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.

2.6 Security Plan

2.6.1 The Event Organizer, if determined necessary by the General Manager or designate, shall submit a security/operational plan when an Event is publicly advertised or when anticipated attendance or the type of event warrants such a plan. Regardless, this clause does not prevent SEAT from requiring security/operational plans or other requirements for the Event.

2.6.2 Security/operational plans required to be submitted under MAP shall be approved by Police, Fire, EMS and a Liquor Licence Inspector under the LLA and, at the discretion of the Police, Fire, EMS and such Liquor Licence Inspector, must be amended to cover their requirements. All costs associated with the preparing and complying with security/operational plan shall be borne by the Event Organizer. The General Manager or designate has authority to decide disputes with such requirements that do not involve compliance with statutes or regulations.
SECTION 3

3.0 Safe Transportation Strategy

The Event Organizer is responsible for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the event under the MAP. These safe transportation options include:

- Promote a designated driver strategy, such as the names of persons(s) that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible); and/or,
- The promotion of taxis, buses, or other forms of alternate transportation; and/or,
- Request a friend, relative, or taxi to assist a potentially intoxicated person
- Police shall be notified in the event an apparently intoxicated person attempts to drive a vehicle.

The Event Organizer must remain on the premises at least until all attendees have left the property at which the Event is located.

SECTION 4

4.0 Signage

The Event Organizer shall post signage for the event as required under the guidelines of the AGCO, LLA and this MAP:
- SOP permit (acquired from AGCO)
- SOP Accountability (acquired from City Staff)
- Fetal Alcohol Spectrum Disorder as specified in the LLA (to be posted regardless of the requirements under the Liquor Licence Act)
- Signage clearly outlining the licensed area and unlicensed areas in which signs specify no alcohol consumption is allowed

During events, where alcohol is to be served, an approved sign with the following wording shall be displayed in addition to the signs listed above, in a prominent location immediately within each licensed area.
SERVICE GUIDELINES

| Servers are prohibited from serving alcohol to participants under 19 years of age. |
| Proper I.D. must be presented to Event Staff when requested. |
| Service is limited to 2 drinks per person at one time. |
| Intoxicated persons or anyone who appears to be at the point of intoxication will be refused entry and/or service. |

ASK YOUR SERVER ABOUT SAFE TRANSPORTATION OPTIONS

SECTION 5

5.0 Actions to Enforce

5.1 Duty to Report

The Event Organizer has a duty to report to the City Staff issues with details of any incident that involves bodily injury or property damage, where a Liquor Inspector under the LLA has made a report on any incident or violation, or where the Event Organizer or SOP Holder is aware or has been made aware of any LLA or MAP violations. Police shall be informed by the Event Organizer as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately where repairs or other action is required to make City property secure or safe for use. The Event Organizer is responsible to make an immediate report to City Staff if the facility or premises becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until City Staff take control over the unsafe area.

5.2 Failure to Comply

5.2.1. Where there has been a failure to comply with the Liquor Licence Act the police or the AGCO through a Liquor Inspector under the LLA may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The City of Hamilton may similarly cancel, intervene in or terminate the Event for violations of the MAP. It remains the responsibility of the Event Organizer to manage the event and to take appropriate actions, including ending the Event, vacating City property, maintaining insurance and any conditions of insurance,
and providing safe transportation options. Regardless of the reason for termination of the event, the City will not be responsible for any compensation to the Event Organizer or affected persons or their resulting financial losses.

5.2.2 The General Manager or their designate of the Division having jurisdiction over the City property will subsequently inform the Event Organizer and any organization they represent via registered letter that there has been a violation of the policy and any imposed consequences or penalties.

5.3 Penalties

5.3.1 Where the Event is terminated under the MAP or agreement with the City there will be no financial compensation by the City. Additional penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol in a City of Hamilton facility or property;
- Loss of any future use or rental of any or all City property;
- Individual ban or suspension of persons involved in the infractions from any or all City property for any term
- The loss of privileges, opportunities for use or rental, ban or suspension are subject to terms that include failure to provide compensation or indemnity to the City.

SECTION 6

6.0 Policy Support

The MAP will undergo a periodic review based on change within the industry standard and updated as required. A call for review could be initiated by the following: Community Services, Public Health Services, Public Works or Corporate Services.
## Municipal Alcohol Policy & Operating Standards & Procedures
### City of Hamilton Designated Properties List
#### Alcohol-Related Events Under Special Occasion Permit or Caterer’s Endorsement

### PERMISSIBLE

<table>
<thead>
<tr>
<th>Facility</th>
<th>Room</th>
<th>Sq Ft</th>
<th>Capacity</th>
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<td><strong>ARENAS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Beverly Community Centre/Arena</td>
<td>Banquet Room &amp; Kitchen</td>
<td>3200</td>
<td>235</td>
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<td>Arena Floor</td>
<td>15725</td>
<td>1100</td>
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<td>Banquet Room &amp; Kitchen</td>
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<td>1100</td>
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<td>Chedoke Twin Pad Arena</td>
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<td><strong>COMMUNITY HALLS</strong></td>
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<td>75</td>
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<tr>
<td>Sealey Park Scout Hall</td>
<td>Banquet Room &amp; Kitchen</td>
<td>600</td>
<td>75</td>
</tr>
<tr>
<td>Sheffield Community Centre</td>
<td>Banquet Room &amp; Kitchen</td>
<td>2100</td>
<td>200</td>
</tr>
<tr>
<td>Valens Community Centre</td>
<td>Banquet Room &amp; Kitchen</td>
<td>1200</td>
<td>130</td>
</tr>
<tr>
<td>Mt Hope Hall</td>
<td>Upper Room</td>
<td>2496</td>
<td></td>
</tr>
<tr>
<td>Mt Hope Hall</td>
<td>Lower Room</td>
<td>2166</td>
<td>max combined 180</td>
</tr>
<tr>
<td>Stoney Creek Tennis Club House</td>
<td>Banquet Room &amp; Kitchen</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Mohawk Sports Park Club House</td>
<td>Clubhouse (for Hamilton Hornets Rugby Club)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoney Creek Optimist Hall</td>
<td>Banquet Room &amp; Kitchen</td>
<td>1500</td>
<td>125</td>
</tr>
<tr>
<td>Binbrook Memorial Hall</td>
<td>Lower Hall</td>
<td>2150</td>
<td>140</td>
</tr>
<tr>
<td>Lynden Lions Hall</td>
<td>Hall</td>
<td>700</td>
<td>75</td>
</tr>
<tr>
<td><strong>MUSEUMS AND HISTORICAL SITES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ancaster Old Town Hall</td>
<td>Main Hall</td>
<td>3000</td>
<td>150</td>
</tr>
<tr>
<td>Hamilton Farmers’ Market</td>
<td>currently under construction</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Dundurn National Historic Site</td>
<td>Coach House, Pavilion and Grounds</td>
<td>2500/2000</td>
<td>150/100</td>
</tr>
<tr>
<td>Hamilton Museum of Steam and Technology</td>
<td>Woodshed, Grounds</td>
<td>2500</td>
<td>125</td>
</tr>
<tr>
<td>Whitehorn Historic House and Garden</td>
<td>Stable, Grounds</td>
<td>2000</td>
<td>60</td>
</tr>
<tr>
<td>Fieldcote Memorial Park and Museum</td>
<td>Main Lawn</td>
<td>1500</td>
<td>40</td>
</tr>
<tr>
<td>Battlefield Historic House and Park</td>
<td>Nash Jackson House Meeting Space, Pavilion</td>
<td>2500</td>
<td>125</td>
</tr>
<tr>
<td><strong>RECREATION CENTRES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ancaster Rotary Centre</td>
<td>Rotary Room A and B</td>
<td>2,326</td>
<td>285</td>
</tr>
<tr>
<td>Ancaster Rotary Centre</td>
<td>Gymnasium</td>
<td>12,345</td>
<td>850</td>
</tr>
<tr>
<td>Ancaster Rotary Centre</td>
<td>Multi-Purpose</td>
<td>1,800</td>
<td>169</td>
</tr>
<tr>
<td>Dundas Lions Memorial Community Centre</td>
<td>Main Floor</td>
<td>6000</td>
<td>450</td>
</tr>
<tr>
<td>Dundas Lions Memorial Community Centre</td>
<td>Community Room</td>
<td>750</td>
<td>60</td>
</tr>
<tr>
<td>Dundas Lions Memorial Community Centre</td>
<td>Pre-School Room</td>
<td>2100</td>
<td>142</td>
</tr>
<tr>
<td>Dundas Lions Memorial Community Centre</td>
<td>Juravinski Hall</td>
<td>1144</td>
<td>60</td>
</tr>
<tr>
<td>Sackville Hill Seniors Centre</td>
<td>Meeting Room</td>
<td>900</td>
<td>75</td>
</tr>
<tr>
<td>Sackville Hill Seniors Centre</td>
<td>Fireside Lounge</td>
<td>2080</td>
<td>170</td>
</tr>
<tr>
<td>Sackville Hill Seniors Centre</td>
<td>Gymnasium</td>
<td>3864</td>
<td>320</td>
</tr>
<tr>
<td><strong>MUNICIPAL SERVICE CENTRES</strong> **</td>
<td></td>
<td></td>
<td>** Only private rental functions will be approved for these rooms**</td>
</tr>
<tr>
<td>Dundas Town Hall</td>
<td>Auditorium</td>
<td>2167</td>
<td>100</td>
</tr>
<tr>
<td>Flamborough Town Hall</td>
<td>Committee Room</td>
<td>292</td>
<td>12</td>
</tr>
<tr>
<td>Flamborough Town Hall</td>
<td>Foyer</td>
<td>239</td>
<td>40</td>
</tr>
<tr>
<td>Stoney Creek City Hall</td>
<td>Saltfleet Room</td>
<td>1089</td>
<td>30</td>
</tr>
<tr>
<td>Stoney Creek City Hall</td>
<td>Foyer</td>
<td>3934</td>
<td>75</td>
</tr>
<tr>
<td>Glenbrook Town Hall</td>
<td>Foyer</td>
<td>950</td>
<td>65</td>
</tr>
<tr>
<td>Hamilton City Hall</td>
<td>Mgt Rooms 2nd &amp; 8th floor</td>
<td>TBD</td>
<td>Currently under construction</td>
</tr>
</tbody>
</table>

### PARKS

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For a detailed list of municipal parks, please refer to the Municipal Parks & Recreation Services section.
## Municipal Alcohol Policy & Operating Standards & Procedures

### City of Hamilton Designated Properties List

### Alcohol-Related Events Under Special Occasion Permit or Caterer's Endorsement

| City Wide or Community Parks | Requests for Parks within this classification can apply through the SEAT process for events with alcohol and permission will vary depending on size of function. |
### Municipal Alcohol Policy & Operating Standards & Procedures

#### City of Hamilton Designated Properties List

#### Alcohol-Related Events Under Special Occasion Permit or Caterer's Endorsement

<table>
<thead>
<tr>
<th>NOT PERMISSIBLE</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECREATION CENTRES</strong></td>
<td></td>
</tr>
<tr>
<td>Ancaster Aquatic Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Ancaster Rotary Centre</td>
<td>Teen Centre - Not Permissible</td>
</tr>
<tr>
<td>Ancaster Rotary Centre</td>
<td>Pre-School Room - Not Permissible</td>
</tr>
<tr>
<td>Beasley Community Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Benetto Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Central Memorial Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Dalewood Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Dominic Agostino Riverdale Rec Ctr</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Dundas Community Pool</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>H.G. Brewer Pool</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Hill Park Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Huntington Park Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Jimmy Thompson Pool</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Main Hess Seniors</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Norman Pinky Lewis Rec. Ctr.</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Normanhurst Community Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Rosedale Bocce Club</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Ryerson Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Sam Manson Bocce Club</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Sackville Seniors Centre</td>
<td>Craft Rm 1 &amp; 2, Fitness Room, Billiards Room, Garden Lounge, Activity Room, Lobby</td>
</tr>
<tr>
<td>Sir Allan MacNab</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Sir Wilfrid Laurier</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Sir Winston Churchill</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Warden Park Senior's Club</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Westmount Recreation Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td><strong>COMMUNITY HALLS</strong></td>
<td></td>
</tr>
<tr>
<td>Carlisle Memorial Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Carlisle Memorial Hall</td>
<td></td>
</tr>
<tr>
<td>Eastmount Community Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Greensville Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Inch Park Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Lawfield Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Mt Hope Youth Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Waterdown Memorial Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Waterdown Memorial Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Winona Scout Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Winona Seniors Centre</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Woodburn Memorial Hall</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Ancaster Senior Achievement</td>
<td>No areas permissible</td>
</tr>
<tr>
<td><strong>ARENAS</strong></td>
<td></td>
</tr>
<tr>
<td>Coronation Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Eastwood Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Inch Park Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Lawfield Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Rosedale Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Stoney Creek Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Westoby Olympic Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Parkdale Pat Quinn Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Spring Valley Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td>Scott Park Arena</td>
<td>No areas permissible</td>
</tr>
<tr>
<td><strong>MUNICIPAL SERVICE CENTRES</strong></td>
<td></td>
</tr>
<tr>
<td>Dundas Town Hall</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Flamborough Town Hall</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Glenbrook</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Hamilton City Hall</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>Stoney Creek City Hall</td>
<td>Council Chambers</td>
</tr>
<tr>
<td><strong>MUSEUMS AND HISTORICAL SITES</strong></td>
<td></td>
</tr>
<tr>
<td>Battlefield House Museum and Park</td>
<td>Nash Jackson ground and second floor, Gage House, Monument, grounds</td>
</tr>
<tr>
<td>Dundurn National Historic Site</td>
<td>Dundurn Castle, Hamilton Military Museum, Cockpit, Gardener's Cottage</td>
</tr>
<tr>
<td>Fieldcote Memorial Park and Museum</td>
<td>House</td>
</tr>
<tr>
<td>Hamilton Children's Museum</td>
<td>No Areas Permissible</td>
</tr>
<tr>
<td>Hamilton Museum of Steam &amp; Technology</td>
<td>1859 Pumphouse, 1859 Boilerhouse, 1913 Pumphouse, 1915 Carpenter's Shed</td>
</tr>
<tr>
<td>Whitehern Historic House &amp; Garden</td>
<td>House</td>
</tr>
</tbody>
</table>

**CITY OWNED ROAD ALLOWANCE** *Events of municipal significance can be requested through GM of PW*
## Comparison of 2002 Municipal Alcohol Guidelines to 2009 Municipal Alcohol Policy

Key areas of the 2002 guidelines were reviewed and assessed against the Blue Ribbon Quality Measure (BRQM). The chart below summarizes the area of review and the change from 2002 to 2009.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
<th>2002</th>
<th>2009</th>
<th>Impact to Staff or Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation of Properties and Areas</td>
<td>Clearly outlines what corporate buildings, facilities, parks, roads, etc are permitted for alcohol use and defining which ones are not permitted for alcohol use</td>
<td>Listed some recreation facilities and parks but not locations within facilities</td>
<td>Appendix “A” Lists recreation facilities, corporate buildings, museums and parks as well as outlines areas within those designated properties</td>
<td>Clearer understanding of where alcohol events are permitted and where they are not.</td>
</tr>
<tr>
<td>Management Practices</td>
<td>Outlines practices that a user group would have in place when they are hosting an event with alcohol</td>
<td>In general, this area scored fairly well when assessed with the BRQM. Door Monitoring – “adequately Supervised Workers Identifiable – “ID name tag”</td>
<td>Areas that were weakly defined have been strengthened – Door Monitoring – “all entrances and exits are to be monitored by a designated alcohol event worker” Workers Identifiable - “visible and identifiable clothing”</td>
<td>Cost to user groups to have visible and identifiable clothing on workers. City may be able to support with a program for groups to borrow safety vests. Depending on the venue, user groups may have to increase their number of event workers to meet the requirement of the MAP</td>
</tr>
<tr>
<td>Area</td>
<td>Description</td>
<td>2002</td>
<td>2009</td>
<td>Impact to Staff or Users</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prevention Strategies</td>
<td>Outlines strategies to support modest, safe consumption</td>
<td>Plastic Cups – 2002 suggested “wherever practical”</td>
<td>Plastic Cups wording has been strengthened to “all beverages will be served in plastic or paper containers” – exception provision for civic receptions and caterer endorsed “invite only” functions.</td>
<td>Through public consultation, we found that some groups were already providing a safe transportation option and ticket redemption strategies. User groups will need to make safe transportation options available via signage. Low alcohol options will need to be provided as a choice at the function.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safe Transportation Provision was not outlined</td>
<td>Increased Signage Added “Safe Transportation Provisions”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Low Alcohol Content Beverages available – didn’t identify this component</td>
<td>Suggest offering a “unused ticket redemption strategy”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Low Alcohol Content – wording strengthened to include “5% or less be emphasized”</td>
<td></td>
</tr>
<tr>
<td>Actions to Enforce</td>
<td>Outlines how infractions will be handled and enforced</td>
<td>Penalties for infractions were weakly defined</td>
<td>Section wording has been strengthened to include: Duty to Report Failure to Comply</td>
<td>User groups will be better informed as to the consequences of not complying with the MAP.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Description</td>
<td>2002</td>
<td>2009</td>
<td>Impact to Staff or Users</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Penalties</td>
<td></td>
<td></td>
<td>Penalties</td>
<td>Staff have a clearer understanding of their role and the procedure to follow if an infraction to the policy occurs.</td>
</tr>
<tr>
<td>Signage</td>
<td>Outlines specific signage and locations for posting at the event site</td>
<td>Signage was relevant to when the guidelines were written</td>
<td>Requirements for signage under LLA have changed. The required signage is clearly dictated in the policy</td>
<td>At facilities that regularly host alcohol related events, there may be a cost to create and install signage. User groups at facilities that don’t regularly host alcohol events would be responsible for creating and installing signage.</td>
</tr>
<tr>
<td>Policy Support</td>
<td>Outlines how often and by whom the policy will be reviewed.</td>
<td>Guidelines stated how often for review</td>
<td>Policy states how often for review and what sections of the City can call for a review</td>
<td>The policy now encompasses more departments and divisions, not just Culture and Recreation as in the former document.</td>
</tr>
<tr>
<td>Definitions</td>
<td>Clearly identifies various “jargon” used in the Policy and gives definition of roles for the persons involved in upholding the MAP</td>
<td>Few definitions</td>
<td>Role of SOP Holder clearly stated Definitions of jargon included</td>
<td>Clearer understanding for user groups and staff.</td>
</tr>
</tbody>
</table>